

**GUIDELINES:**  
**STUDENT EDUCATION AND CAREER PLANNING AND EVALUATION**  
**TOOLS**  
**(09/00)**

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**DOCUMENT TITLE:** Student Education and Career Record Evaluation (SECRE Form)

**HOW:** The Guidance Counselor and/or School Representative:

- Complete the top portion;
- Review all evaluation data, summarize data on the record, sign and date the record; and
- Update as appropriate.

The Workplace and School Representative;

- Review all evaluation data, check off, sign and date in the column parallel to the skills attained by the student.

**WHO:** Guidance counselors and/or school staff as well as employer representatives.

**FOR WHOM:** All students participating in the School-to-Career System (Grades 9-12).

**WHEN:** Quarterly, at minimum. May be completed at the conclusion of specific structured projects.

**WHERE:** School and Workplace.

**WHY:** To record progress in mastery of academics, technical and employability skills, in school and in the workplace.

**Student Education and Career Record and Evaluation Form**  
***For Certificate of Initial Mastery – Construction Technologies and Design***

Student \_\_\_\_\_

Educational Institution \_\_\_\_\_

Counselor/  
Advisor \_\_\_\_\_

Grade (Secondary)

Semester (Postsecondary)

☐ 9    ☐ 11

☐ 1    ☐ 3

☐ 10    ☐ 12

☐ 2    ☐ 4

Employer I \_\_\_\_\_  
Name

Educator \_\_\_\_\_  
Name

Address

Educator \_\_\_\_\_  
Name

Employer 2 \_\_\_\_\_  
Name

Educator \_\_\_\_\_  
Name

Address

Employer 3 \_\_\_\_\_  
Name

Address

Skills	School-Based Learning	Work-Based Learning
<b><i>I. ACADEMIC SKILLS</i></b>		
<b>LANGUAGE ARTS</b>		
• <b>Reading</b>		
1. Locate and use reference materials		
2. Sequence information		
3. Compare and contrast information		
4. Interpret technical documents, manuals and tables		
5. Identify main and subordinate ideas		
6. Cross-reference information		
7. Follow directions to achieve an objective		
8. Identify cause and effect relationships		
9. Draw conclusions from facts		
10. Predict consequences		
11. Interpret abbreviations, symbols and graphs		

Skills	School-Based Learning	Work-Based Learning
• <b>Writing</b>		
1. Organize and relate ideas		
2. Develop preliminary outline		
3. Use standard grammar and punctuation		
4. Create clear memos and letters		
5. Proofread and edit		
6. Complete forms and applications		
7. Take notes		
8. Create and interpret graphs and charts		
• <b>Communication Skills</b>		
1. Exchange ideas		
2. Ask and answer questions		
3. Organize and express directions in logical sequence		
4. Convey thoughts upward, downward and laterally		
5. Comprehend ideas and instructions		
6. Follow directions to achieve an objective		
7. Use appropriate body language		
8. Distinguish between relevant and irrelevant		
9. Identify cause and effect information		
10. Infer meaning		
11. Draw conclusions		
12. Predict consequences		
13. Apply data analysis to job tasks		
14. Demonstrate interviewing skills		
15. Demonstrate telephone skills		
• <b>Mathematics</b>		
1. Add, subtract multiply and divide whole numbers, decimals, fractions and mixed numbers		
2. Convert decimals, fractions, ratios & percentages		
3. Conduct linear, area, volume capacity and weight measurements		
4. Calculate ratios and proportions		
5. Estimate to nearest whole numbers		
6. Apply statistical principles		
7. Apply algebraic principles		
8. Apply geometric principles		
9. Identify trends from data		
10. Create and interpret tables and graphs		
11. Use a calculator		
• <b>Sciences</b>		
1. Demonstrate basic understanding of biology		
2. Demonstrate basic understanding of chemistry and physics		

Skills	School-Based Learning	Work-Based Learning
• <b>Computer Knowledge</b>		
1. Operate a personal computer		
2. Have keyboarding skills		
3. Use word-processing software		
4. Use specialized software		
5. Use database software		
6. Use CD-ROMS		
7. Establish document storage		
8. Use computer communication		
9. Use computers to format		
10. Use computer spreadsheets		
11. Enter simple data		
12. Apply computers to job tasks		
13. Apply computers to job tasks		
<b>II. TECHNICAL SKILLS</b>		
• <b>Communication Skills</b>		
Write various reports		
Prepare service bills		
Establish and maintain customer dialogue (internal/external)		
Conduct presentations		
• <b>Data Interpretation</b>		
Interpret values from test equipment		
Interpret measuring instruments		
Interpret blueprint specifications		
Interpret and follow directions		
Use statistical techniques, including mean, median and standard deviation		
Estimate materials and volume		
Interpret results from quantitative data		
Interpret two-dimensional drawings		
Determine quality level to decide whether other not to continue		
Apply health and safety, environmental, and fire prevention compliance issues to job tasks		
Apply OSHA safety and hazardous material regulations to job task		
Apply legal requirements and government regulations to job tasks (codes, specifications, etc.)		

Skills	School-Based Learning	Work-Based Learning
• <b>Diagnostics</b>		
Use basic hand tools		
Test equipment		
Troubleshoot and repair equipment and/or recommend improvements		
Apply physics principles associated with mechanics, pneumatics, hydraulics, electronic and electricity to job tasks		
Identify resources to complete a job task		
Use programmable controllers		
Build processes and prototypes according to internal product design, engineering instructions and customer specifications		
Maintain inventory levels, quality, availability and flow		
Apply principles of electricity, plumbing, compressed air systems, HVAC systems and carpentry to job tasks		
• <b>Tools, Equipment and Machines</b>		
Demonstrate mechanical aptitude		
• <b>Concepts</b>		
Basic knowledge of general management principles		
Basic knowledge of project management		
Basic knowledge of cost analysis		
Basic knowledge of contracts, bids and proposals		
• <b>Computer Knowledge</b>		
Use CAD/CAM		
• <b>Attitudes &amp; Attributes</b>		
1. Takes initiative		
2. Assumes responsibility		
3. Displays a good self-concept		
4. Persists until job is done		
5. Works well without supervision		
6. Takes responsibility for production/quality		
7. Conflicts do not impede performance		
8. Seeks new challenges		
9. Applies ethics to behavior		
10. Responds well to criticism		
11. Maintains a professional image		
12. Works well under stress		
13. Displays positive behaviors		
14. Follows instructions		
15. Adheres to code of conduct		

Skills	School-Based Learning	Work-Based Learning
• <b>Customer Service</b>		
1. Adopt a customer service orientation		
2. Gather information from various sources to identify prospective customers/markets		
3. Communicate with customer in a professional manner		
4. Maintain accurate and complete information about Customers		
5. Document and process customer information/orders		
6. Analyze customer feedback to improve internal customer support process		
<b>Skills</b>	<b>School-Based Learning</b>	<b>Work-Based Learning</b>
• <b>Team Work</b>		
1. Works effectively in a team		
2. Follows instructions		
3. Takes initiative		
4. Provides support to others		
5. Fosters innovation		
6. Manages relationships		
• <b>Adaptability</b>		
1. Accepts changes		
2. Performs multiple assignments		
3. Shows flexibility		
4. Adjusts style to the situation		
5. Handles multiple tasks simultaneously		
6. Adapts skills to new tasks		